

Taking Students to the 21st Century

Hilton Garden Inn —Idaho Falls

March 8, 9 & 10, 2009

The Idaho Commission for Libraries is providing travel stipends by reimbursement based on the criteria listed below

- **Roundtrip mileage:** If you live outside of Bonneville and Jefferson Counties*, you can submit a travel reimbursement claim for mileage figured at the rate of 58.5 cents per mile.



- **Airfare and airport parking** will be reimbursed. Receipts must be attached to your travel reimbursement form. Make sure you save your official airplane coupon. For ticketless travel, attach a copy of the itinerary which includes the cost of the ticket. Airline reservations must be booked at least 2 weeks in advance of the meeting. Requests for pre-payment of airline tickets will be considered on an individual basis.

There is a complimentary shuttle from the airport to the hotel. 208-522-9500

- **Meals:** If you live outside of Bonneville and Jefferson Counties*, you can claim actual eligible expenses based on the state per diem rate. For meals not provided at the meeting, the per diem rate, including tip, will reimburse a maximum of \$7.50 for breakfast, \$10.50 lunch, and \$16.50 dinner; or \$30 if you are claiming a whole day. In order to claim breakfast, you must leave home before 7 a.m. To claim lunch, you must leave before 11 a.m. and to claim dinner, you must arrive home after 7 p.m. You don't need to save meal receipts.

- **Lodging:** If you live outside of Bonneville and Jefferson Counties* and have requested a hotel room, your lodging will be direct billed to the Commission. You must pay for any phone calls, meals, or other miscellaneous items charged to your room. **Please note:** All attendees, including those living in Bonneville and Jefferson Counties, are encouraged to stay Sunday night on us.

A travel form will be provided at the meeting. The deadline for submitting your form is March 29, 2009. Fill out the travel form (both sides) completely and accurately, and **attach receipts for your hotel, airlines and parking.** Final approval for travel expenses will be made by the Idaho Commission for Libraries accounting office. Payments are normally made within three (3) weeks after the claim is received and approved by the Commission.

* Travel and meal reimbursement, as well as lodging is based upon the Idaho Falls Metropolitan Statistical Area. As defined by the United States Census Bureau, Idaho Falls MSA is an area consisting of two counties [Bonneville and Jefferson] in eastern Idaho, anchored by the city of Idaho Falls.

—http://en.wikipedia.org/wiki/Idaho_Falls,_ID_MSA



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